

**EFFECTIVE**

Immediately upon release.

**Subject(s)**

1. Timeliness of verifications.
2. Client errors overissuance threshold.
3. Determining budgetable income on overissuances.

**1) TIMELINESS OF  
VERIFICATIONS****FAP****BAM 130**

Allow the client 10 calendar days to provide the verification you request.

If the client contacts the department prior to the due date requesting an extension or assistance in obtaining verifications, you must assist them with the verifications but do not grant an extension. Explain to the client they will not be given an extension and their case will be denied once the verification checklist (VCL) due date is passed. Also, explain their eligibility will be determined based on their compliance date if they return required verifications. Re-register the application if the client complies within 60 days of the application date; see BAM 115, Subsequent Processing.

*Reason:* FNS Clarification.

**2) CLIENT ERROR  
OVERISSUANCE  
THRESHOLDS****FIP, SDA, CDC and FAP****BAM 700, BAM 715**

Client error overissuances (OI) will no longer be recouped if the amount is under \$125 regardless of case status. This change follows agency error thresholds and allows for consistency among error types.

*Reason:* FNS special consideration.

**3) DETERMINING  
BUDGETABLE  
INCOME ON  
OVERISSUANCES****FIP, SDA, CDC and FAP****BAM 715, BAM 720**

If improper reporting or budgeting of income caused the OI, use actual income for the OI month for that income source. Bridges converts all income to a monthly amount.

For FAP only, do not convert income which the client failed to report or was reported on a wage match.

*Reason:* FNS clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**